

Notice To Permittee Surety Bond Requirements at End of Construction Phase

SAMPLE:

Project Address: _____

Permit Number: _____ Date signed off: _____

Seattle Municipal Code requires the placement of a surety bond providing assurance of the completion of the project and payment for the review, inspection and other related costs. The Code also requires a product guarantee for the constructed items of a one-year period following acceptance by Seattle Department of Transportation.

This process occurs at the completion of the construction phase:

- Once the Seattle Department of Transportation Street Improvement Permit is signed off as complete by the Street Use Inspector, these things occur:
 - The DCLU Building Inspector is notified.
 - The one (1) year maintenance period begins for the constructed items.
 - The inspection notes and hand prepared “as-built” plans are turned in for processing by Seattle Department of Transportation.
- The “as-built” process and billing is as follows:
 - The original mylar(s) for the project is/are “red line” modified to reflect field changes to the original plan.
 - Other records within the City are revised to reflect the new work. This activity is generally completed within two to four weeks.

Once the “as-built” process is completed, the billing is completed and the City has received full payment for the project, all charges would cease.

Per SMC 15.04.044B, the surety bond or cash deposit must remain in force for one year beyond acceptance of construction by Seattle Department of Transportation. Following the passage of a one-year maintenance period, the surety bond may be released. The surety bond can only be released/cancelled by specific approval by Seattle Department of Transportation. Once the responsible party on the bond believes all costs have been paid and the maintenance period is over, the obligee may contact the City to receive a bond cancellation letter. This written request for release must reference permit number and project address. It is to be addressed to:

Seattle Department of Transportation
3700 Key Tower
700 – 5th Avenue
Seattle, WA 98104

Prior to the passage of the one-year maintenance form, the Inspector will look over the project to verify that improvements are free of defect. The Seattle Department of Transportation staff will verify that all bills have been paid. Then the letter will be written.